

3/10/2006, updated 23 October 2009

Roof Fan Timer Change Procedure

The roof fans are switched on and off by a timer. The roof fans blow air INTO the building corridors directly from roof intakes. They are useful to cool down corridors in summer, remove odors and replenish stale air. There is one per each fire-wall, i.e. 2 in buildings A and C, 3 in building B. Periodically the timers require adjustment, due to seasonal changes and daylight saving time adjustments. See document Hallway Fans - Times.pdf.

You will need:

1. Small 'electrical' size pliers
2. Key to Electrical Panel doors (same key for all three)
3. Key to the Lounge and Lounge Boiler Room

Building A:

The first electrical panel is between units 103 and 105.

Open the door, the timer is in the small grey box to the left.

Use pliers to loosen the trip locking screws.

Slide the 'On' tripper to the time the fan should turn on.

Slide the 'Off' tripper to the time the fan should turn off.

Nip the locking screws tight with the pliers (not too tight, just a nip)

If the time is wrong, grasp the yellow dial, pull towards you, turn to the correct time, stop pulling, and wiggle it around until it clicks back into place.

Sometimes you have to move the yellow dial temporarily to be able to adjust the trippers, if the trip time is close to the actual time.

Make sure the door is locked before leaving.

Repeat for the second Electrical Panel on the same floor.

Building B:

Go to the lounge interior entrance door.

Opposite there is a door marked Hydro.

The roof fan time is NOT in there.

Enter the lounge.

Turn left, enter the lounge boiler room.

This is a scary, noisy, dark place.

Look left and there is the timer.

The others are in the 2 electrical panels on the 1st floor.

Building C:

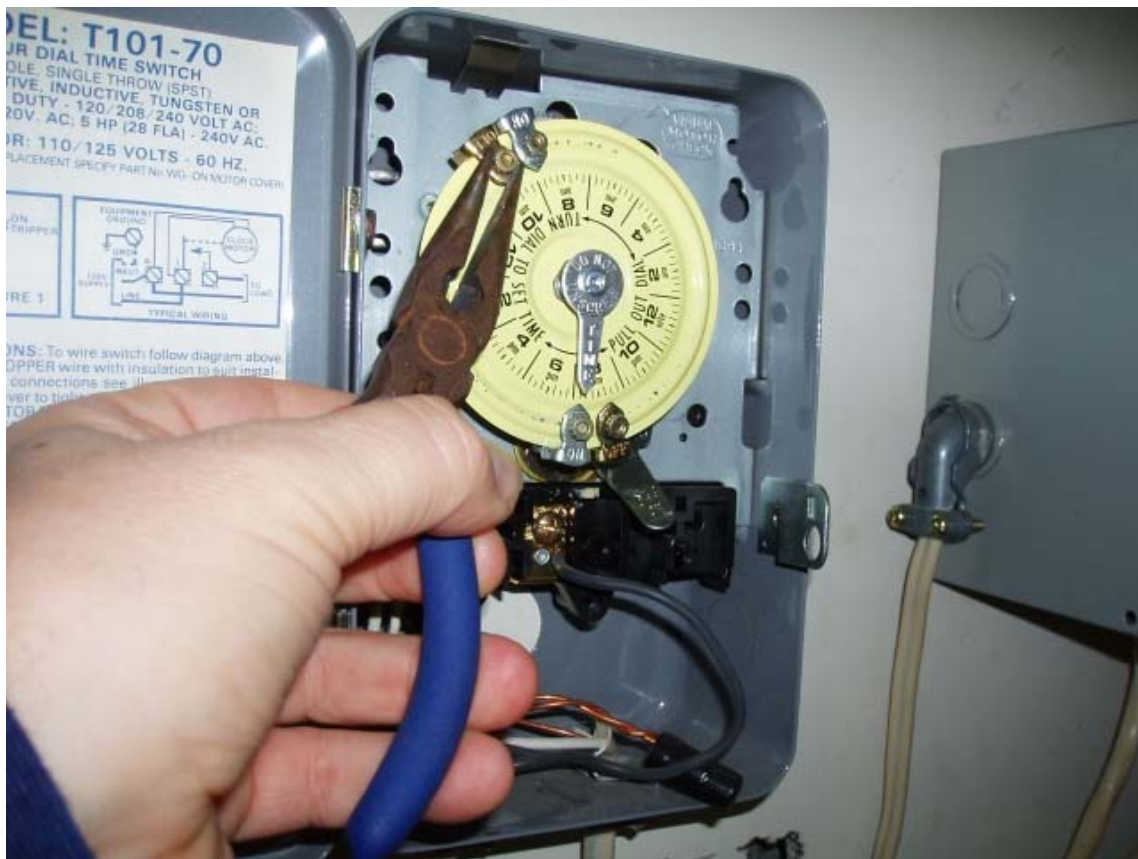
The 1st is between the elevator and unit 133. There's another on the same floor.

Push the doors hard when finished, and make sure it's locked before leaving.

Roof Fan Timer in the Lounge Boiler Room



The Tripper Locking Screw.



The Electrical Panel Door, Building C

